



Charter
Southwest Hospital Emergency Response
Team (SHERT)
Preparedness Healthcare Coalition

Purpose of this Charter

This Charter is a statement of the scope, objectives and participants in the Southwest Hospital Emergency Response Team, here after known as SHERT, Preparedness Healthcare Coalition (HCC). It outlines the mission of the HCC, identifies the stakeholders, provides a preliminary delineation of roles and responsibilities, and defines the authority of the HCC Coordinator. It serves as a reference of authority for the future of the HCC.

The region served by the Southwest Hospital Emergency Response Team (SHERT) Preparedness Healthcare Coalition includes all the following Kansas county jurisdictions: Clark, Grant, Greeley, Finney, Ford, Gray, Hamilton, Haskell, Hodgeman, Kearny, Lane, Meade, Morton, Scott, Seward, Stanton, Stevens, and Wichita Counties.

The purpose of the SHERT HCC is to bring together a multiagency and multidisciplinary group of entities and individuals working together to promote, consolidate and collaborate in a unified response to healthcare emergencies affecting the region.

The HCC will enhance the region's ability to achieve emergency preparedness capabilities recommended by the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention. Achieving the emergency preparedness capabilities will give Kansas health and medical partners the opportunity to continue developing and implementing a statewide strategic vision for health sector preparedness.

Mission

The goal of the HCC is to promote and to enhance the emergency preparedness and response capabilities of healthcare entities through:

- Building relationships and partnerships.
- Facilitating communication, information and resource sharing.
- Promoting situation awareness among HCC members.
- Coordinating planning, training, and exercises.
- Strengthening medical surge capacity and capabilities.
- Assisting Emergency Support Function (ESF) 8 partners and other ESF functions as needed.
- Maximizing movement and utilization of existing resources.

HCC Membership

Membership: Membership in the HCC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities.

Essential Membership – all significant players in emergency preparedness are urged to participate as essential members of the HCC.

The HCC will become effective upon the ratification of this charter by the following representatives from each entity listed below within the region as selected by this coalition:

- All participating hospitals within the region.*
- At least one long term care facility.*
- At least one EMS agency.*
- At least one community health center or a Federally Qualified Health Center.*
- All public health regional coordinators in the region.*
 - All public health departments within Southwest Kansas are encouraged to participate.
- At least one emergency management agency.*
- A representative from the mental health community organization.
- At least one Kansas Licensed Funeral Director

*(Note: * Identifies the required essential membership according to HPP grant guidance. Individual HCCs may add other essential members as deemed appropriate.)*

Essential Membership responsibilities/expectations: Members of the HCC will designate a representative and an alternate to ensure ongoing participation in the HCC. Representatives should:

- Attend regularly scheduled meetings.
- Participate in establishing priorities for the HCC
- Educate and inform member organizations on HCC activities.
- Participate in HCC- planning, training, and exercises.

Conducting HCC Business

Voting membership: Each Essential Member shall have one vote.

Quorum: A quorum necessary to conduct the business of the HCC shall consist of those Essential Members participating in a meeting. A quorum may be achieved by Essential Members being physically present at a site or joined via ITV or conference call.

Votes on Issues: Passage of issues voted on by the HCC Essential Members requires one vote over fifty percent of the Essential Members.

Changes to Charter: Passage of changes to this Charter or any other organizational document requires a vote of Two-Thirds (2/3) of all Essential Members.

Meetings

The HCC shall hold a minimum of quarterly meetings. Special meetings may be convened at the request of the HCC Coordinator.

Notice for regular quarterly meetings shall be provided to all members at least ten working days prior to the meeting. Notice for a special meeting shall be provided at least five working days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically. No business at a special meeting may be transacted except as specified in the notice.

The meeting agenda for regular meetings will be developed. Minutes of all meetings shall be prepared and distributed to the membership.

HCC Leadership Roles

HCC Coordinator (Regional Hospital Coordinator): The HCC Coordinator is responsible for planning, implementing and evaluating HCC activities. Tasks of the HCC Coordinator include:

- To be the Chair for all HCC meetings as directed by Southwest Region HPP Planning Hospital;
- Providing general oversight for HCC activities and associated projects;
- Management of Hospital Preparedness Program (HPP) regional grant funds, including the preparation and submission of grant documents such as work plan deliverables, and state and national reporting;

- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives; promoting healthcare preparedness within the region, such as extending invitations to community partners to attend HCC meetings.

The HCC Coordinator shall collaborate with the elected leadership of the HCC to achieve its goals and objectives.

Vice-Chair: The Vice-Chair shall perform the duties of the Chair in their absence.

Secretary: The Secretary shall keep a true record of the SHERT HCC proceedings of all meetings of the SHERT and be the custodian of those records.

Election of Officers: Election of officers shall take place annually, or as necessary to fill a vacancy, the Essential Members shall elect a new Vice-Chair and Secretary.

Elections shall be held in January. Officer terms shall take effect at the beginning of the fiscal year, July 1st.

Other Officers and Committees: The Essential Membership may create such other officers and such committees as it deems necessary to conduct the business of the HCC.

Additional Regional Resources

The healthcare HCC has access to other formal documents and protocols such as MOUs, MOAs, contracts, and regional plans. The following documents are available to members of the HCC:

- Hospital statewide mutual aid agreement
- Regional mutual aid agreements
- Individual County Emergency Operations Plans
- Regional Response Plans
- Southwest Regional Emergency Preparedness Guide

Additional Provisions

This Charter shall not supersede any existing mutual aid agreement or agreements.

This Charter shall not be interpreted or construed to create a legal relationship, association, joint venture, separate legal entity or partnership among the member bodies, nor to impose any partnership obligation or liability upon any member. Further, no member shall have any authority to act on behalf of or as or be an agent or representative of, or to otherwise bind, any

other member body.

No member of the HCC shall be required under this Charter to indemnify, hold harmless and defend any other member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any HCC officer, member or agent.

APPROVAL OF CHARTER:

Participation in the activities SHERT HCC constitutes assent to the terms of this charter.